

# DOCUMENTATION OF EMS OBJECTIVES, TARGETS, AND ENVIRONMENTAL MANAGEMENT PROGRAMS

Instructions and Format for Generating Objectives,  
Targets, and Environmental Management Programs

## INSTRUCTIONS

### Section I -- Significant Environment Aspect, Objective, and Target (Completed by ES&H Division)

- Give a brief description of (1) the significant environmental aspect/impact being addressed, (2) the specific objective, (3) how the objective will help to address the impact or potential impact, (4) the target, and (5) the general means by which NETL expects to accomplish the target.
- List/describe who the significant aspect/objective applies to or affects (e.g., everyone at NETL, only employees in a certain building, local residents).

### Section II -- Environmental Management Program (Completed by Line Manager or RP)

The purpose of this section is to present an action plan that supports the achievement of the objective and target.

- Provide specific actions, tasks, or milestones that need to take place to reach the objective and target.
- Provide assignment of responsibility for completing each activity.
- Provide a time schedule for completing various activities.
- Provide an estimate of required resources (e.g., FTEs and other direct costs) for executing each activity.
- Identify any measurable performance indicators or means to track performance (e.g., measuring effectiveness of the EMP) in achieving the objective and target.

### Section III -- Existing Operational Controls and Procedures (Completed by Line Manager or RP)

- Identify current operational controls, procedures, and any plans that are already in place to address the significant aspect.

### Section IV -- Training (Completed by Line Manager or RP)

- List specific training that needs to be developed and/or obtained to ensure the effectiveness of the EMP. Please list what training is necessary, when will the training take place, who will need to get trained, and who will perform the training.

Section I -- Significant Environment Aspect, Objective, and Target (Completed by ES&H Division)

Significant Environmental Aspect	Objective and How It Addresses the Significant Environmental Aspect	Target and the Recommended Means by Which the Target Will Be Achieved	Scope of Impact of Environmental Aspect and Objective/Target

Section II -- Environmental Management Program (Completed by Line Manager or RP)

Task, Activity, or Milestone	Schedule (Start and Ending Dates)	Responsibility Assignment	Resources Required (FTEs and Other Direct Costs)	Additional Performance Measures to Track Progress

Section II -- Environmental Management Program (Completed by Line Manager or RP) (Continued)

Task, Activity, or Milestone	Schedule (Start and Ending Dates)	Responsibility Assignment	Resources Required (FTEs and Other Direct Costs)	Additional Performance Measures to Track Progress

Section III -- Existing Operational Controls and Procedures (Completed by Line Manager or RP)

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Section IV -- Training (Completed by Line Manager or RP)

What training is necessary?	
When will training take place?	
Who will need to get trained?	
Who will perform the training?	
How will the training be documented?	

Signature and Date: \_\_\_\_\_  
Line Manager or RP

Signature and Date: \_\_\_\_\_  
EMS Coordinator